



COMMERCIAL MINOR REPAIR CHECKLIST

This form is to be completed by the applicant to obtain a minor repair permit for work that does not require a plan review provided the materials match or are equivalent to the materials being repaired or replaced. The materials and methods of construction must comply with the Code and are subject to field inspection for final approval. The issuance of a permit does not grant permission to violate the requirements of the code or authorize construction on, or use of, any property in violation of deed restrictions.

Please Print:

Applicant: _____ Date: _____

Project Address: _____

Cost of Improvements: \$ _____ Project Number: _____

Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Replace exterior siding | <input type="checkbox"/> Replace stucco or EIFS wall covering |
| <input type="checkbox"/> Replace doors* | <input type="checkbox"/> Replace existing stairs and /or steps |
| <input type="checkbox"/> Replace windows* | <input type="checkbox"/> Replace ceiling and/or wall covering/insulation* |
| <input type="checkbox"/> Replace trim | <input type="checkbox"/> Replace existing fireplace |
| <input type="checkbox"/> Replace rafters | <input type="checkbox"/> Replace aluminum frame storefront |
| <input type="checkbox"/> Replace roof covering/decking* | <input type="checkbox"/> Repair Electrical (Provide details below) |
| <input type="checkbox"/> Replace floor decking | <input type="checkbox"/> Repair Plumbing (Provide details below) |
| <input type="checkbox"/> Replace ceiling and/or wall covering | <input type="checkbox"/> Repair Mechanical (Provide details below) |
| <input type="checkbox"/> Replace flooring (Note: a permit is NOT required for floor finish materials – carpet, tile, wood flooring, etc.) | |
| <input type="checkbox"/> Other, provide description below (Note: other work may require a plan submittal depending on the description of the work. Call (832) 394-8810 for verification) | |

Applicant Signature: _____

Asbestos Information: Proof of an asbestos inspection must be submitted when applying for an interior repair permit. The submitted proof must include the project address, including lease space number, and the name and certification number of the state certified asbestos inspector who completed the inspection.

***Energy Code:** A copy of the completed ComCheck report or the City of Houston Commercial Energy Code Form must be completed and attached to the front of each Repair Checklist when replacing construction elements that are part of the building envelope.